

REGISTRATION DATES

Registration forms may be dropped off or mailed in at any time. For your convenience, there are two locations where completed registration forms can be deposited when the office is closed but the building remains open. These include the Community Center Welcome Desk and a drop slot at the Youth Center Business Office. PLEASE NOTE: All courses have a limited enrollment. Early registration improves the likelihood you will be enrolled in your courses of choice.

Resident Registration is ongoing and will be given priority through December 13, 2005.

Non-Resident registrations will be processed *beginning* on December 14, 2005.

MAIL-IN REGISTRATION PROCESS

1. Complete the registration form, located in this brochure, in its entirety.
2. Make payment using one of the following forms: check, money order, or Credit Card (Visa/Mastercard/American Express/Discover). Please include the credit card type, credit card number, expiration date, the last three digits of the number in signature box on the back of the card (CVV #), and authorizing signature when paying with credit card. Cash payments will not be accepted via the mail.
3. Seal in an envelope, affix proper postage and mail to:
The Greenbelt Recreation Department;
25 Crescent Road, Greenbelt, Maryland 20770

IN-PERSON REGISTRATION PROCESS

1. Visit the business office at the Community Center or Youth Center between the hours of 9:00am and 4:30pm, Monday through Friday. For Aquatic & Fitness course registration, please visit the Aquatic & Fitness Center.
2. Complete a registration form in its entirety.
3. Make payment using one of the following forms: cash, check, money order, or credit card (Visa/Mastercard/American Express/Discover).

CITY RESIDENCY

Resident rates apply to those persons who reside in, pay taxes to and are eligible to vote in Greenbelt elections (if 18 years of age or older). Non-resident rates apply to those who live outside of Greenbelt or those who have a Greenbelt mailing address, but do not pay taxes to the City.

CLASS SCHEDULE

Classes will begin the week of January 9. Sunday classes will begin January 15, 2006. Please see the course descriptions for exceptions and specific information pertaining to class meeting dates.

**GREENBELT RECREATION DEPARTMENT
BUSINESS OFFICE 301-397-2200**

CLASS CANCELLATIONS

Classes will not be held on the following holidays:

January 16 – Martin Luther King, Jr. Day; **February 20** – Presidents' Day. Please reference the individual course description for other scheduled class cancellations. If an individual class meeting is canceled, a make-up will be held at the end of the regularly scheduled course *when possible*. Pre-school and children's classes scheduled before 5:00pm will not meet on **P.G. County school holidays**. When Prince George's County Schools are closed or delayed due to inclement weather or emergency, please call the Greenbelt Recreation Department Weather & Information Hotline at **301-474-5525** for updated class information.

COURSE FEES

Please refer to the individual course description for current fees and pricing. A 10% discount will be given to any senior citizen 60 years of age or over registering for adult courses, with the exception of those courses designed specifically for senior citizens.

REFUNDS

The Recreation Department reserves the right to cancel courses due to insufficient registration or causes beyond its control. Upon doing so, the Recreation Department will issue a full course refund or household credit to all enrolled participants. Under any other circumstances, the availability of a refund or credit is not guaranteed. Requests for refunds or household credits must be made by the course participant, **in writing**, to the Director of the Greenbelt Recreation Department before one third (1/3) of the course has elapsed, in keeping with the provisions of the City of Greenbelt Resolution No. 65. Requests for a monetary refund generally will be granted only when unanticipated circumstances beyond the participant's control prevent him or her from attending the program for which they are registered. Other circumstances will be considered for a household credit. Any requests granted for a monetary refund or a household credit will be subject to a 10% (minimum \$2.50) administrative processing fee and will be pro-rated to reflect the number of meetings attended by the participant.

INCLUSION

Individuals who are physically, mentally, and/or emotionally challenged are encouraged to participate in any of our programs. Please call Karen Haseley, CTRS at 301-397-2208 to make arrangements.

The Greenbelt Recreation Department welcomes the participation of individuals with disabilities into our programs. We fully comply with the Americans with Disabilities Act in making reasonable accommodations to encourage participation.

LOCATION CODE

BFTC - Braden Field Tennis Courts
 CC - Greenbelt Community Center
 GAFC - Greenbelt Aquatic & Fitness Center
 SHLES - Springhill Lake Elementary School
 SHLRC - Springhill Lake Recreation Center
 SHP - Schrom Hills Park
 YC - Greenbelt Youth Center
 YCBO - Youth Center Business Office

WEATHER AND INFORMATION HOTLINE

301-474-5525

Call the weather and information
 hotline for updates on classes,
 programs and activities when there is
 inclement weather or another
 emergency.

GREENBELT RECREATION DEPARTMENT RULES OF CONDUCT

Individuals may lose the opportunity to participate in programs and services, including the use of center facilities, throughout the Department of Recreation subject to approval of the Assistant Director of Recreation, for any of the following:

- failure to abide by any of the rules established by the Department;
- failure to comply with the direction given by center staff in the lawful performance of their duties;
- misuse, destruction, damage or theft of Department property or the property of others;
- indecent or obscene language or conduct, including use of profanity;
- any action which, in the judgment of department staff, places the health, safety or welfare of any person at risk. This includes but is not limited to: physical and/or verbal abuse, intimidation, coercion, inciting others to violence or disruption, sexual harassment, possession, use, or distribution of weapons, instruments used as weapons, fireworks or explosives;
- possession, use or distribution of alcohol, illegal drugs or controlled substances; and
- any action that constitutes a violation of local, state or federal law.

GREENBELT RECREATION DEPARTMENT

Greenbelt City Council

Judith "J" Davis, Mayor
 Rodney M. Roberts, Mayor Pro-Tem
 Konrad Herling, Leta Mach, Edward V.J. Putens

City of Greenbelt

Michael P. McLaughlin, City Manager

Greenbelt Citizen Advisory Boards

Contact Kathleen Gallagher, City Clerk
 301-474-3870. Boards affiliated with the Greenbelt Recreation Department include: Arts Advisory Board, Senior Citizens Advisory Committee, Park and Recreation Advisory Board and Youth Advisory Committee.

Department Of Recreation Administrative Offices

99 Centerway, 301-397-2200

Harry G. Irving, Director
 Julie McHale, CPRP, Assistant Director of Programs
 Joe McNeal, CPRP,
 Assistant Director of Facilities/Operations
 Debbie Coulter, Administrative Associate II
 Celeste May, Office Associate III

Youth Center, 99 Centerway, 301-397-2200

Greg Varda, Sports & Recreation Coordinator

Greenbelt Aquatic & Fitness Center 101 Centerway, 301-397-2204

George Rogala, Supervisor
 Cheryl Conrad, Aquatics Coordinator
 Michelle Mower, Aquatics Coordinator
 Laura Fisher, Office Associate III

Greenbelt Community Center 15 Crescent Road, 301-397-2208

Di Quynn-Reno, CPRP, Community Center Supervisor
 Marlena Cavallo, CPRP, Community Center Coordinator
 Chris Cherry, Community Center Coordinator
 Lisa Adams, Office Associate III
 Sonja Juneck, Office Associate III

Arts Programs, 15 Crescent Road, 301-397-2208

Nicole DeWald, Arts Coordinator

Therapeutic Recreation Programs 15 Crescent Road, 301-397-2208

Karen Haseley, CTRS, Therapeutic Recreation Supervisor

Schrom Hills Park 6915 Hanover Parkway, 301-552-2004

Janet Goldberg, Recreation Coordinator I

Springhill Lake Recreation Center, 6101 Cherrywood Lane, 301-397-2212

Brian Butler, Recreation Coordinator I

GREENBELT RECREATION DEPARTMENT ACTIVITY REGISTRATION FORM

DO NOT USE FOR AQUATIC AND FITNESS CENTER

(PLEASE PRINT)

Adult Participant/Parent/Guardian

Address _____

☐ Please check here if this is a new address.

City _____ State _____ Zip _____

Phone (H) _____ (W) _____ E-mail _____
Please provide email address for confirmation of payment.

Emergency Contact _____ Emergency Phone _____

Do you need any special accommodations for any of the individuals listed below? YES ____ NO _____. If yes, please complete an auxiliary aid/service order form provided by the Recreation Department.

Please fill in the information below for each participant. ALL columns must be filled out. YOU MUST INITIAL THE WAIVER/RULES OF CONDUCT (ROC) COLUMN. Please read the Rules of Conduct on page 4.

Participant's Name	Male/ Female	Date of Birth	Activity Registration #	Activity Name	Waiver/ROC (Please Initial)	Activity Fee
Please make checks payable to: City of Greenbelt					TOTAL	

FORM OF PAYMENT: CHECK or CREDIT CARD (please circle one)

We accept VISA/MC/AM EX/DIS (please circle one)

Expiration Date: _____ Credit Card Number: _____ CVV# _____
(The CVV# is the last 3 digits of the italicized number in the signature box on the back of your card.)

Signature: _____ Date: _____

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN.

INSURANCE: I hereby inform the City of Greenbelt and the Greenbelt Recreation Department that I will assume any and all medical insurance coverage for the above named participant(s), and that said coverage shall be adequate to cover any and all possible accidents or injuries to the above named participant(s) received during any phase of this program.

RELEASE: I hereby release and agree to hold harmless the City of Greenbelt and the Greenbelt Recreation Department, its employees, volunteers, coaches and other participants from any act of commission or omission which may result in any personal injury or property damage arising out of the above named participant's participation in this program. I further agree to save harmless the City of Greenbelt and the Greenbelt Recreation Department, its employees, volunteers, coaches and other participants from all losses, costs and expenses (including attorney's fees and court costs), settlement payment (whether or not reduced final judgment) and all liabilities, damages and fines paid, incurred, or suffered by the City of Greenbelt and the Greenbelt Recreation Department by reason of, or arising out of injuries to persons (including death) or property damage caused by or attributed to the above named participant's participation in this program.

Participant/Guardian Signature _____ Date _____ 2nd Adult Participant _____ Date _____

If more than one adult in the same household is signing up for an activity, both must sign the waiver above. If you are only registering children for activities, only one guardian is required to sign.